

## **Village of Slinger**

### **Position Description**

<b>Name:</b>	<b>Department:</b>	<b>Utility</b>
<b>Position Title:</b>	<b>Utility Operator</b>	
<b>Date:</b>	<b>Reports To:</b>	<b>Superintendent of Utilities</b>

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#### **General Nature of Responsibilities:**

Day to day operation and maintenance of all Village Utilities including, but not limited to, record keeping, report writing, and sampling as required by regulating authorities.

Responsible for after hours, weekend and holiday stand-by duty on a rotating schedule.

#### **License/Certification/Experience Requirements:**

Licenses and/or certificates issued by the State of Wisconsin Department of Natural Resources for sewer and water utility operators a plus but not required if directly related experience with operating and maintaining utility equipment can be demonstrated by previous work history.

Must possess a valid Wisconsin Commercial Driver's License class B, air brake endorsement within **60** days of hire.

#### **Education/Continuing Education:**

Graduation from High School or equivalent.

Training and/or experience in the operation, maintenance and repair of water utility infrastructure and facilities.

Training and/or experience in the operation, maintenance and repair of wastewater treatment facilities and equipment.

Training and/or experience regarding the operations, maintenance and repair of pumps, motors, and generators a plus.

#### **Skills, Knowledge and Abilities:**

Knowledge of the operation of water, wastewater and stormwater systems.

Familiarity with automation equipment, Supervisory Control and Data Acquisition (SCADA) systems, electrical equipment and motor operation.

Ability to effectively work in a team environment as well as completing tasks independently.

Ability to complete chemical testing operations and perform related calculations.

Ability to establish and maintain an effective working relationship with the Village Board, Village employees and the public.

Excellent oral and written communication skills.

**Essential Duties and Responsibilities:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Responsible for the operation and maintenance of the wastewater treatment plant, its equipment, Laboratory Testing and facilities necessary for collecting and treating wastewater.

Responsible for the operation of the water utility, its' equipment and facilities necessary for water distribution.

Inspects, repairs and maintains Village owned utilities including valves, hydrants, manholes, catch basins, wells, reservoirs, booster pumps, stand by generators and towers.

Performs general maintenance such as grass cutting, painting of municipal buildings, and cleaning.

Assists PPWF operators with their duties when required.

Performs collection of sampling, testing, and reporting as required by regulating authorities.

Required to maintain and/or prepare detailed documentation and reports for all records needed for Village operations.

Assists in the inspection of construction projects.

Installs, replaces, reads, and tests residential, commercial or industrial water meters and remote meter reading equipment.

Performs such other tasks as may be assigned from time to time.

Responds to emergency situations involving the Public Works Department and/or Utilities.

Assists utilities customers as needed for such duties as water connections and shutoffs

### **Language Ability and Interpersonal Communication**

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information.

Ability to assemble, copy, record and transcribe data and information.

Ability to utilize a wide variety of descriptive data and information, such as work orders, survey reports, time and equipment records, equipment operating/repair manuals, blueprints and maps.

Ability to communicate effectively with Department employees, property owners, Digger's Hotline personnel, utility personnel, mechanics and materials suppliers.

Must provide a high level of customer service to Village residents and business owners by promoting a friendly, courteous and professional work environment.

Must be able to assume responsibility and work with independence and work as a team member and understand timeliness.

### **Mathematical Ability**

Ability to add, subtract, multiply and divide, calculate percentages, fractions, and decimals.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as loaders, rollers, backhoe, trucks, compressors, compactors, transit/level, chain saws, chipper, concrete finishing tools, hand excavation tools and mechanic's tools.

Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as equipment operation.

Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to sustain prolonged visual concentration and ability to stand for long periods of time.

Must be able to stand and/or walk for prolonged periods, up to six hours in an eight-hour day, with or without back support.

Must be able to perform heavy work, frequently lifting up to **50** pounds without assistance.

Must be able to move throughout the Village in all weather and temperature conditions.

Must be able to reach in all directions and bend/stoop/climb to perform physical work and operate equipment.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, wetness, machinery, traffic hazards, confined spaces, electrical currents, traffic hazards and/or dust may cause or causing discomfort and where there is a risk of injury.

The Village of Slinger is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date